



NUNATSIAVUT

kavamanga Government

REQUEST FOR PROPOSALS

HOUSEHOLD HEATING ASSESSMENT AND INSTALLATION SERVICES
NUNATSIAVUT GOVERNMENT HIGH EFFICIENCY WOODSTOVE PROGRAM - 2023

Issue Date:
Wednesday May 10, 2023

Closing date and time:
4:00 p.m. ADT Wednesday May 31, 2023

Project Overview, Objectives and Scope

The Nunatsiavut Government (NG), established under the *Labrador Inuit Land Claims Agreement*, is the governing body of the Labrador Inuit and the Nunatsiavut region. The region of Nunatsiavut is comprised of five Inuit communities: Nain, Hopedale, Postville, Makkovik and Rigolet.

In 2016, the NG adopted the “Nunatsiavut Energy Security Plan” (NESP). The NESP represents a proactive approach to meeting energy needs throughout Nunatsiavut with due recognition to local social and economic conditions. The plan adopts a sustainable development approach in addressing energy security in Nunatsiavut that also touches on other community infrastructure developments, notably housing and community facilities.

The NESP found that the largest single energy challenge facing Nunatsiavut residents is heat security, which is defined as ones access to clean, affordable and reliable heat. Specifically, the NESP assessment demonstrated that more than half of the dwellings in Nain and Hopedale are inadequately heated (57% and 63%, respectively) and that on average 43% of dwellings throughout the entirety of Nunatsiavut are inadequately heated.

In an effort to improve home heating for Labrador Inuit in Nunatsiavut, the NG has developed and implemented the High Efficiency Woodstove Replacement Program (the “Program”). High efficiency woodstoves reduce wood consumption and lengthen burn times, which increases the quality of heating while also improving air quality. For the purposes of this program, the NG is using Blaze King Catalytic High Efficiency Woodstoves. The Program is divided in to two rounds of assessment and installation. The first round is in progress and expected to be complete by June 2023.

The NG opened the second round of applications in March and April of 2023 for eligible households to receive a high efficiency woodstove. As a part of the application process eligible households will be required to give consent to provide access to their home to the successful Proponent for the purpose of a woodstove installation assessment and subsequent install. NG anticipates approving 100 households in this second round of the program, necessitating woodstove installation assessments throughout each Inuit community before installations proceed. The total number of approved applicants for the second round of the Program is yet to be confirmed by the NG. The successful Proponent is expected to complete the second round of assessments and installations by no later than November 31, 2023.

Through this Request for Proposals (RFP), the NG is seeking proposals from qualified firms to provide home assessments and installation of 100 high efficiency woodstoves and chimney materials. This will include the cost to develop a scope of work and material list as well as the average cost to complete a W.E.T.T. certified installation per successful applicant. This RFP does not include the cost of providing materials, which shall be issued through a separate procurement process. The successful Proponent will be responsible for arranging all necessary tools,

equipment and transportation for completing work within each of the five Inuit communities. The number of high efficiency woodstove and chimney installations is subject to the number of successful applicants and availability of materials.

The successful proponent will provide the following services to the NG (the “Services”):

- Detailed assessments for each home approved for the Program to determine the cost and safety of proceeding with a high efficiency wood stove installation which includes:
 - Examine the condition of existing woodstove, pipe and chimney to determine their priority of installation.
 - If it poses a fire hazard and is deemed to be unsafe, the home is to be marked as “emergency installation”.
 - If the system is operating normally and deemed safe, the home is to be marked as “general installation”.
 - Evaluate existing electrical outlets for blower kits and determine if new outlets or outlet repositioning is required;
 - Determine whether reinforcing of floor is required to support increased weight of a high efficiency woodstove;
 - Provide a scope of work and cost estimate for each individual household. This includes a recommendation of stove size (Blaze Catalytic High Efficiency Woodstove) based on analysis of home and use by owner, materials required to complete a W.E.T.T. certified install including chimney, and the labour cost to complete each installation.
 - A final report that outlines the complete list of materials required to finish the project and the total cost to do all installations.
 - Complete all installations once materials are provided. All installations must be completed by a W.E.T.T. certified technician in good standing and be performed in a skillful and thorough manner in accordance with the manufacturer’s instructions and the National Building Code of Canada. This includes maintaining the integrity of the building envelope and means of egress from the home. Lastly, installations are to be installed in accordance with CSA-B365-17 standard.
 - Ensure all equipment is in safe working order and functioning properly;
 - Instruct the homeowner and/or Program user on the safe and correct operation of the appliance;
 - All manufacturers’ documents, including operations and maintenance instructions, shall be provided to homeowner and/or Program user upon completion of installation.

Requirements

Specific requirements outlined below do not constitute the final terms of an agreement or an engagement. A formal written agreement between the two parties will determine the ultimate terms.

Mandatory Requirements

Proponents must be capable of providing accredited professional services and have experience in high efficiency woodstove installations. Team members involved in the installation must complete work to WETT standards. Consultants and all team members must state their professional qualifications and certifications including authorizations to undertake their disciplines in the Province of Newfoundland and Labrador.

Proposal Submission (Format & Response Guidelines)

To allow the NG the ability to conduct a thorough and timely evaluation, Proposals should be presented in a clear and concise manner. Failure to present information in the format that is requested may be to the proponent's disadvantage.

It is suggested that the following format and sequence be followed to provide consistency in proponent response and to ensure each Proposal receives full consideration.

Table of Contents

Proposals must contain a table of contents properly indicating the section and page numbers of the information included.

Executive Summary

Proponents must include an abstract of no more than one (1) page on the information presented in their proposal and their unique qualifications and services

Background Information

The Proponent must provide general information on their organization, including a brief history of the organization and the number of years in business. The Proponent shall include resumes, relevant project experience, availability, current workload and office location of all key personnel.

Project Experience

Proponents must include a comprehensive list of relevant projects and key personnel involved, including links to any publicly available examples where possible.

Organizational Chat

The Proponent must provide an organizational chart that indicates the names of the individuals to be involved in the major tasks of the project and the lines of responsibility and reporting. The organizational chart should also include the specific responsibilities of key personnel and their role on the project team.

References

The Proponent must include references related to relevant work experience

Fees and Expenses

The Proponent shall describe how professional fees will be calculated, based on the level of effort, for each of the tasks listed in Schedule A.

Other Benefits

The Proponent should describe any other services or benefits the NG may realize through their services.

Insurance

1. The successful Proponent must, without limiting their obligations or liabilities and at the successful Proponent's own expense, purchase and maintain throughout the term of the agreement the following insurances with insurers licensed in Canada in forms and amounts acceptable to the Nunatsiavut Government:

(a) Commercial General Liability in an amount not less than \$500,000.00 inclusive per occurrence against bodily injury, personal injury and property damage and including liability assumed under this Agreement and this insurance must:

(i) include the Nunatsiavut Government as an additional insured;

(ii) be endorsed to provide the Nunatsiavut Government with 30 days advance written notice of cancellation or material change, and

(iii) include a cross liability clause.

2. All insurance must:

(a) be primary; and

(b) not require the sharing of any loss by any insurer of the Nunatsiavut Government.

3. The Proponent must provide the Nunatsiavut Government with evidence of all required insurance within 10 Business Days prior to the commencement of the Services;

(a) if any required insurance policy expires before the end of the term of the contract, the Service Provider must provide to the Nunatsiavut Government within 10 Business Days of the policy's expiration, evidence of a new or renewal policy meeting the requirements of the expired insurance.; and

(b) despite paragraph (a) or (b) above, if requested by the NG at any time, Service Provider must provide to the Nunatsiavut Government certified copies of the required insurance policies.

4. The Proponent must obtain, maintain and pay for any additional insurance which the Proponent is required by law to carry, or which the Proponent considers necessary to cover risks not otherwise covered by insurance specified in this Schedule in the Proponent's sole discretion. The Proponent must also provide proof of coverage for its full liability.

Evaluation Criteria for Proposals

The NG will evaluate each proposal received in response to this RFP using the following criteria, which is not intended to be exhaustive and is not ranked in order of preference or priority:

- a) Completeness, thoroughness and relevance of the Proposal submitted in response to this RFP;
- b) Relevant experience of the firm;
- c) Relevant experience and knowledge of key personnel;
- d) Price of individual and maximum installations;
- e) References, including the contact information of former clients;
- f) Inuit Content as outlined in the Nunatsiavut Government's *Procurement Act*; and
- g) Other criteria as may be applicable.

The NG reserves the right to discuss any and/or all proposals, and to request additional information from the proponents.

The NG may not accept the lowest-cost or any proposal and the NG reserves the right to cancel this RFP. Any proposal that is accepted may be accepted in whole or in part.

In addition to the evaluation criteria outlined above, the NG will evaluate all proposals received on the principle of value for money, which includes an evaluation of Inuit content and the application of the Inuit content factor. The *Procurement Act* will be used to determine the Inuit Content Factor of the submissions and the weighting of the points assigned in this category. **It is the responsibility of proponents to show, in their proposal, a calculation of the Inuit Content Factor for the proponent, even if the proponent's score is '0'.** The Inuit Content evaluation form is located in Appendix I.

Instructions to Proponents

Enquiries

All enquiries regarding this Request for Proposals (RFP) must be made in writing by fax or e-mail and addressed to:

Attn: Jamie Hewlett – Regional Energy Coordinator, Nunatsiavut Secretariat
Telephone: 1-866-922-2942
E-mail: jamie.hewlett@nunatsiavut.com

Such enquiries should be delivered on or before May 17, 2023 so that questions and answers can be sent to all proponents as an addendum. Information given by word of mouth will not be valid or enforceable.

Addenda

If deemed necessary by the NG, responses to any questions and/or any additional information will be issued by the NG in the form of an addendum, which shall form part of this RFP.

Any addenda issued to this RFP will be posted on the NG website at www.nunatsiavut.com. It is the responsibility of the proponent to ensure that it has received any addenda issued prior to the proposal submission date. Upon submitting a proposal, a proponent will be deemed to have received notice of all addenda that have been issued.

Address for Submissions

To be considered, electronic copies of proposals should be sent to Jamie Hewlett, Regional Energy Coordinator at jamie.hewlett@nunatsiavut.com.

Hard copies of proposals will also be accepted and must be clearly marked “Household Heating Assessment and Installation Services Nunatsiavut Government - High Efficiency Woodstove Replacement Program - 2023” and shall be received at:

Nunatsiavut Government
25 Ikajuktauvik Road, Nain, NL A0P 1L0
Attn: Jamie Hewlett – Regional Energy Coordinator, Nunatsiavut Secretariat

NOTE: FACSIMILE TRANSMISSIONS WILL NOT BE ACCEPTED.

Submission Deadline

Proposals must be received on or before 4:00 p.m. (ADT) on May 31, 2023 (the “Closing Date”).
PROPOSALS RECEIVED AFTER THAT TIME WILL NOT BE CONSIDERED.

Proposals will be considered to be open for acceptance by the NG for at least ninety (90) days following the Closing Date.

General Conditions

Governing Law

The laws of the Province of Newfoundland and Labrador and Nunatsiavut govern this RFP and any subsequent contract that may arise as a result of this RFP.

Cost of Proposal

Preparation and submission of a proposal in response to this RFP is voluntary and any costs associated with proposal preparation, submission, meetings, negotiations or discussions with the NG must be borne by the proponent submitting the proposal.

No Claim

The NG will not be liable to any proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the proponent in preparing and submitting a proposal, or participating in negotiations for a contract, or other activity related to or arising out of this RFP. Except as expressly and specifically permitted in this RFP, no proponent shall have any claim for any compensation of any kind whatsoever as a result of participating in this RFP and by submitting a proposal each proponent shall be deemed to have agreed that it has no claim.

Proponent's Qualifications

In submitting a proposal, the proponent acknowledges and agrees that it has read, understood and agrees to all terms and conditions described in the RFP and that it has the necessary experience, skills and ability to effectively provide the services.

Acceptance of Proposal

The NG reserves the right to accept or reject any or all proposals received in response to this RFP. The NG reserves the right to conduct personal interviews with selected proponents and contact the references provided.

Withdrawal

Proponents may withdraw their proposal at any time prior to acceptance.

No Binding Contract

The NG may, after reviewing the proposals received, enter into discussions with one or more of the proponents, without such discussion in any way creating a binding contract between the NG and any proponent. There will be no binding agreement between any proponent and the NG until a formal contract with negotiated terms has been signed by both the NG and a proponent.

Solicitation of NG Staff and Assembly Members

Prior to the Closing Date, proponents should not establish contact with employees or agents of the NG (including the Nunatsiavut Assembly) regarding this RFP, other than the representative(s) identified without that representative's permission.

Failure to abide by this requirement could be grounds for rejection of the proponent's proposal.

Confidentiality

Any information acquired about the NG by a proponent during this process must not be disclosed unless authorized by the NG, and this obligation survives the termination of the RFP process.

Conflict of Interest

By submitting a proposal, the proponent declares that it has no pecuniary interest in the business of any third party that would cause a conflict of interest or be seen to cause a conflict of interest in carrying out the services.

Modification of Terms

NG reserves the right to modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel this RFP at any time prior to entering into a contract with the successful proponent.

Ownership of Proposals and Freedom of Information

All documents submitted to the NG will become the property of the NG. They will be received and held in confidence by the NG.

Release of Information

While Proposal is Open:

The names of individuals or companies who have picked up the proposal will **not** be released.

At Proposal Opening:

Only the names of the bidders will be released.

After Proposal Opening:

No further information will be released until after the contract is awarded.

Schedule A – Fees and Expenses

Complete and submit this Schedule C, clearly identifying the price(s) proposed for the services required.

Service	Cost
1. Cost per home assessment: - Create scope of work and material list per household which includes recommended appliance size (Blaze King Catalytic woodstove) and all chimney components	
2. Labour cost per complete woodstove installation:	
3. Additional Costs (please specify): Ex: Contingency for any changes, possible materials needed when modifying the building envelope, Provisions for down days	
Total price of Bid: - 100 assessments and installations	

Appendix I - Inuit Content Factor Calculation
Excerpted from the *Procurement Act*, CIL P-1 31-12-2012:
Determination of Inuit Content Factor 17

Scoresheet

Using the scoring formula under the Procurement Act, provide the following information (use additional pages if more space is required.)

Question Answer Score	Answer	Score
(a) What is the percentage of Inuit ownership and control of the company?		
(b) What is the location of the head office and any operating office(s) of the company?		
(c) Does the company plan to train Beneficiaries in/for this project and if so what is the monetary amount to be spent on training Beneficiaries?		
(d) What percentage of the supplier's employees are Beneficiaries?		
(e) What proportion of all wages paid by the company for this project will be paid to employees who are Beneficiaries?		
(f) What proportion of all goods and services purchased by the company for this project will be purchased from Inuit Businesses?		
(g) What is the value (in dollars) of the total amount of sub-contracts that will be awarded to Inuit Businesses?		
Total Score		